

APPLICATION FOR PARAPROFESSIONAL & SUBSTITUTE PARAPROFESSIONAL

North Central Ohio Educational Service Center

Marion Campus
333 East Center Street
Marion, Ohio 43302-4101
(740) 387-6625

Mansfield Campus
1495 West Longview Avenue, Suite 200
Mansfield, Ohio 44906-1872
(419) 747-4808

Tiffin Campus
928 West Market Street, Suite A
Tiffin, Ohio 44883-3053
(419) 447-2927

REQUIREMENTS

Read this information carefully before completing the application form.

The following items are needed *prior* to board approval:

- **I-9 Employment Eligibility Verification Form:**

Under Title IX, an applicant must be an American citizen or qualified to work in the U.S. If you are employed by the Educational Service Center or any of the local districts, you will need to complete an Employment Eligibility Verification Form (I-9), required by the Immigration Reform & Control Act of 1986. Employees must provide documents that establish both identity and employment eligibility.

One document from **LIST A:** U.S. Passport OR

One document from **LIST B and LIST C:**

List B: 1) Driver's License 2) ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 3) School ID card with a photograph 4) Voter's registration card 5) U.S. military card or draft record

List C: 1) U.S. social security card 2) Certification of Birth Abroad issued by the Department of State 3) Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.

- **Criminal Background Check:**

As of November 19, 2007 all applicants must have BCII and FBI criminal background checks completed before they can be Board approved. The NCOESC is open for criminal background checks Monday through Friday from 8:00 AM until 3:45 PM.

- **Ohio Certification:**

It will be necessary for you to apply for a Paraprofessional Certificate from the Ohio Department of Education at the cost of \$12.00.

- If there is a need for any accommodations during the hiring process (e.g., an interpreter for hearing impaired), please notify the Assistant Superintendent at the Educational Service Center.

- **Division of Homeland Security Declaration**

Pursuant to the Ohio Revised Code Sections 2909.32, 2909.33 and 2909.34, all candidates under final consideration for public employment must complete and submit a declaration regarding material assistance/non-assistance to a terrorist organization (DMA) form with their applications.

- **In addition to the above mentioned items:**

- **Physical:**

If you are hired full-time in a **PreSchool** unit, it is necessary for you to have a physical by your family physician, this expense is your responsibility and you will be provided with the necessary form.

Date: _____

Name: _____ Phone: () _____

Address: _____

City: _____ Zip Code: _____

Do you meet one of the three following requirements to be considered a High Qualified Paraprofessional?

- **Passed the Parapro Assessment:** _____ Yes _____ No
(If yes, please provide us with a copy of your test scores)
- **Completed at least 2 years of study at an institution of high education (60 quarter hours or 40 semester hours)** *(Please provide us with a copy of your transcripts)*
- **Obtained an associate's degree (in an approved program) or higher for licensure.**
(Please provide us with a copy of your degree and transcripts)

Education

Name of Institution	Location	Degree	From - To

Work Experience

Employer	Location	Kind of Work	From – To

References

Name	Address	Telephone	Position

Position Desired _____

Have you lived in the state of Ohio for the past five (5) consecutive years? _____ Yes _____ No

I am willing to substitute in following classrooms (*check choices*): PreSchool MD/MH ED/SBH OTHER

GEOGRAPHICAL PREFERENCES

Please check any school in which you are willing to substitute

Seneca-Wyandot County

Bettsville Local

- _____ Elementary (Bettsville)
- _____ High School (Bettsville)

Hopewell-Loudon Local

- _____ High School (Bascom)
- _____ Elementary (Bascom)

Mohawk

- _____ High School (Sycamore)
- _____ Jr. High (Sycamore)
- _____ Elementary (Sycamore)

New Riegel Local

- _____ High School (New Riegel)
- _____ Elementary (New Riegel)

Marion County

- _____ MARCA
- _____ Edward Ruzzo Juvenile Center

BOARD POLICY:

In order to have your name removed from the substitute paraprofessional list, the request must be submitted in writing to the NCOESC.

Items needed to complete application process: (*Office use*)

- _____ Completed Application
- _____ Current Certificate
- _____ BCI Report
- _____ FBI Report
- _____ Current TB Test Results
- _____ I-9 Form and Documents (Employment Eligibility Verification)
- _____ Homeland Security Declaration
- _____ Board Approval Date

Old Fort Local

- _____ High School (Old Fort)
- _____ Elementary (Old Fort)

Seneca East Local

- _____ High School
- _____ Jr. High
- _____ Elementary

Preschool

- _____ Family Learning Center @ Sentinel
- _____ @ Carey
- _____ @ New Riegel
- _____ @ Upper Sandusky

_____ **Seneca County Youth Center**

_____ **Wyandot Co. MRDD (Angeline)**

Sandusky County

- _____ High School (Fremont City)
- _____ Jr. High (Fremont City)
- _____ Elementary (Fremont City)

Criminal Record Questionnaire

The following questions are to be answered by all personnel who have been offered employment with the North Central Ohio Educational Service Center.

Pursuant to Ohio Revised Code (ORC) 3319.39, any applicant under final consideration for appointment or employment in a position with a board of education as a person "responsible for the care, custody, or control of a child," must submit to a criminal records check conducted by the Bureau of Criminal Identification and Investigation. Except as provided by ORC 3319.39 (B)(1), no school district may hire a person for one of these positions if that person has been convicted of or plead guilty to certain offenses listed in Senate Bill 38, as reported by BCII. (Such offenses include: 1) any felony; 2) any drug offense that is not a minor misdemeanor; 3) any offense of violence; 4) any theft offense; 5) corruption of a minor; 6) sexual imposition; 7) importuning; 8) any substantively comparable offense of a municipal corporation.) Nor may a school district hire any person who refuses to submit to a criminal records check.

A school district is authorized to conditionally employ a person pending outcome of that person's BCII/FBI background check(s). If the results of the background check(s) indicate that the person is not eligible for the position in which he or she is employed, the school district must release the person from employment.

Information obtained by a school board from a BCII/FBI background search is confidential and not subject to disclosure. If you are not employed by this school district, the background check information will be destroyed.

If you have ever been convicted of one of the crimes listed in Revised Code Section 3319.39, you should answer "YES" and furnish the date, place and name of the offense for which you were convicted.

_____ Yes, I have such a conviction

_____ No, I do not have a conviction, OR if I do have such a conviction, my certificate has been reinstated after the conviction was reported to the State Board of Education.

Details of my conviction are:

The applicant understands that failure to reveal any crimes as indicated above will be cause for immediate dismissal.

Signature of Applicant

Date

Witness

Date